

POLICE POLICY DEVELOPMENT SPECIALIST

DISTINGUISHING FEATURES

The fundamental reason the Policy Development Specialist exists is to develop, implement, maintain, document, and audit departmental policies, procedures, and general orders as required by the department and in accordance with standards set forth by the Commission on Accreditation for Law Enforcement Agencies (CALEA). This classification is non-supervisory and receives general supervision from the Police Accreditation Manager.

ESSENTIAL FUNCTIONS:

Manages policy and procedure development to include the research, creation, revision, distribution, and archiving of all general orders and operations orders. Also ensures accuracy, consistency and clarity in policy and procedural manuals.

Works with the Accreditation Manager to ensure written policies comply with CALEA standards.

Assists management staff and CALEA assessors with policy issues.

Acts as a liaison with department personnel in identifying policy development and revision needs as well as with other law enforcement agencies regarding policy issues.

Chairs the Policy Review Committee, manages the overall review process, and conducts research.

Develops and maintains policy archiving and policy manual distribution systems.

Writes, distributes, and archives training summaries for new and revised policies. Also maintains master copies of all general orders and operations orders.

Develops and maintains an automated distribution system with the ability to edit and update this system to ensure policies are available to police department personnel.

Analyzes policy and evaluates programs to meet department and CALEA standards.

Attends Arizona Police Accreditation Committee (AZPAC) meetings as well as CALEA training conferences in order to remain current on changes or updates to the CALEA standards.

Assists with staff inspection function and other projects as assigned by the Accreditation Manager.

Maintain regular consistent attendance and punctuality.

MINIMUM QUALIFICATIONS:

Knowledge, Skills, and Abilities

Knowledge of:

Police department administration and management and law enforcement needs

Various Microsoft and Web based software programs

City ordinances, state laws, and legal and law enforcement issues pertinent to policy and procedural management and CALEA standards.

Ability to:

Create documents using excellent writing skills involving grammar, punctuation, and spelling with working knowledge of editorial standards and practices.

Analyze, interpret and report research findings.

Work cooperatively with other City employees.

Effectively communicate verbally and in writing.

Comprehend and make inferences from written materials, develop logical solutions, and prepare/present reports with clearly organized thoughts and proper sentence construction.

Operate office equipment including a computer, which requires arm, hand and eye coordination.

Remain in a sitting position for extended periods of time.

Work independently with strong project management and organizational abilities.

Education and Experience

Requires a Bachelor's degree in Criminal Justice, Public Administration, or a related field, and three years experience in a law enforcement environment.

FLSA Status: Exempt

HR Ordinance Status: Unclassified